



File Number: _____

Talbot County Department of Planning and Zoning
215 Bay Street, Suite 2
Easton, Maryland 21601
410-770-8030

Site Plan Review Application
(Minor and Major)

Office Use Only:

Fee Paid: _____ Application Received Date: _____ Time: _____

T.A.C. Date: _____ Planning Commission Date: _____ C.R.M. Date: _____

Critical Area: _____ Forest Conservation Plan: _____

Minor Site Plan:_____ Major Site Plan: _____

Property Owner: _____ Business Owner: _____

Address of Owner: _____

Telephone Number: _____ Cell Number: _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Size: _____ Zone: _____

Project Name: _____

Project Address: _____

Existing Project Road Frontage: State: _____ County: _____ Private: _____

Proposed Project Road Frontage: State: _____ County: _____ Private: _____

List Historical Significance/Impacts: _____

Within Town Growth Area: Y / N Critical Area: Y / N Within A Gateway Overlay Zone: Y / N

Circle one of the following for: **Water** - Community/Individual

Circle one of the following for: **Sewer** - Community/Individual

Square Footage and use of all existing and proposed structures:

Square Footage: _____ Use: _____ Existing / Proposed

Square Footage: _____ Use: _____ Existing / Proposed

Square Footage: _____ Use: _____ Existing / Proposed

Cumulative Total of new square footage as of June 13, 2009:_____

No. of Employees: _____ No. of Shifts:_____ Hours of Operation: _____

File Number: _____

Summary of Proposed Project: _____

Was a pre-application/pre-submission meeting conducted for this project? Yes / No

If yes, please include the date of the meeting _____

Agent/Contact Person: _____

Telephone Number of Agent(s): (H)_____ (C)_____ Fax: _____

Address of Agent: _____

Email Address of Agent: _____

Registered Engineer or Surveyor:

Company Name: _____

Representative: _____

Address: _____

Telephone Numbers: _____ Cell Number: _____ Fax: _____

Important: Applications on which all required information is not furnished will be returned for completion before processing, and shall not be considered filed with this department.

Applicant's Signature

Date



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Site Plan Review Requirements
(Minor and Major)

All Applications listed above must complete and submit the following for Minor & Major projects:

- _____ 1. Application fee as determined by fee schedule adopted by County Council.
- _____ 2. Ten (10) paper copies of site plans represented at a size of not more than 100 feet per inch. Applicant shall submit additional site plans upon request for review by municipalities as needed.
- _____ 3. Ten (10) copies of building elevations, if new construction is proposed.
- _____ 4. Ten (10) copies of existing and proposed floor plans.
- _____ 5. Five (5) copies of all approved and recorded deeds for the subject land.
- _____ 6. Five (5) copies of all recorded deeds of easements, covenants, and/or maintenance agreements pertaining to the subject lands.
- _____ 7. Completed checklist addressing all requirements for a Minor or Major Site Plan submittal.

For Major projects only:

- _____ 8. Complete the adjoining property owner(s) form on Page 6.
- _____ 9. Notifications to adjacent property owners require postage to be prepaid by either stamps or check at time of submittal.
- _____ 10. Five (5) copies of an aerial photograph.
- _____ 11. Applicant shall attach a written response to those design standards and development impacts as defined in Chapter 190-184 I (5) of the *Talbot County Code* for Major project only.

Applications for new accessory structures associated with a home-based occupation shall be submitted for a Minor Site Plan review.

Nonresidential structures, additions, or accessory structures exceeding a cumulative total of 1,000 square feet of gross floor area require Major Site Plan approval.

Applicant failure to adequately address all application and checklist items and those specifications in accordance with Chapter 190 of the *Talbot County Code*, may result in a project being considered incomplete or inaccurate, any such deficiencies may result in return of application without proceeding through the review process.

Applicant's Signature

Date

As a Maryland registered Design Professional/Surveyor I hereby certify that this application and associated plan(s) are technically correct and accurate to the extent necessary for meeting Talbot County requirements for a minor or major site plan submission.

Signature of MD Registered
Design Professional/Surveyor

Date



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Site Plan Review Checklist
(Minor and Major)

Agent/Representative/Surveyor: _____

Checklist completed by: _____

The Agent/Representative/Surveyor will review the Site Plan submission & application for completeness and accuracy and each item shall be checked as follows:

- Y = Information Complete and accurate
N/A = Information Not Applicable
W = Waiver of required information. A separate request shall be submitted with this application in writing to the Planning Officer.

Based on unique characteristics of each parcel and use, the Technical Advisory Committee and/or the Planning Officer may require additional information to be submitted during the review and approval process.

- _____ 1. The name of the proposed project.
- _____ 2. Name, address and telephone number of the property owner(s), business owner(s), and/or contract purchaser, etc.
- _____ 3. Deed reference of property.
- _____ 4. Name, address and telephone number of any consultants/professionals used to prepare the site plan.
- _____ 5. Tax Map, Grid, Parcel and Lot numbers for property to be included in title block.
- _____ 6. Zoning district designation.
- _____ 7. Month, Day and Year of plan preparation and latest plan revision with brief description of revision.
- _____ 8. Vicinity map at a scale of not less than 1"=1,000'.
- _____ 9. Graphic Scale for plan view and vicinity map.
- _____ 10. North Arrow for plan view and vicinity map.
- _____ 11. Lot size.
- _____ 12. Maximum lot coverage permitted per Talbot County Code and maximum proposed lot coverage.
- _____ 13. Sealed floor plans of existing and proposed structures defining specific uses and the square footage of each individual use within the structure(s).
- _____ 14. Elevations of all proposed structures sufficiently detailed to show the general appearance of proposed structures(s).
- _____ 15. Required building/development setbacks applicable to the site including:
 - _____ Property line setbacks
 - _____ Special setbacks from State Highways
 - _____ Shoreline development buffer/tidal wetland buffer
 - _____ Non-tidal wetland buffer
 - _____ Stream setbacks
 - _____ Well setbacks
 - _____ Sewage disposable area buffer
 - _____ Gateway overlay zone
- _____ 16. Computations of the total of:
 - _____ Lot
 - _____ Building floor area for each type of use (existing and proposed)
 - _____ Landscape areas (existing and proposed) not limited to areas of forest conservation areas of state/private tidal wetlands and gateway overlay buffers.
 - _____ Areas of Chesapeake Bay Critical Area
 - _____ Areas of existing and proposed building(s), road(s), parking
- _____ 17. Critical Area Boundary.
- _____ 18. 100' Shoreline Development Buffer/expanded buffer as required.
- _____ 19. Features and structures located on property (existing and proposed).
- _____ 20. Dimensions of all features and structures located on property (existing and proposed)
- _____ 21. All Building Restrictions Lines (B.R.L.'s)

- _____ 22. Location of all existing and proposed landscaped areas showing the design and the varieties of plant materials to be used and provisions for maintenance.
- _____ 23. A legend to include various pattern types/line styles to be used for the purpose of identifying multiple surfaces, uses, and features unique to the site and/or use.
- _____ 24. Exterior lighting specifications for all existing and/or proposed fixtures to ensure compliance with the *Talbot County Code*.
- _____ 25. All off-street parking, loading spaces, and walkways, indicating the type of surfacing, size, stall angles, widths of aisles and a specific schedule showing the number of parking spaces provided and the number required in accordance with Chapter 190 of the *Talbot County Code*.
- _____ 26. A parking calculation table indicating the number of parking spaces provided and required in accordance with Chapter 190 of the *Talbot County Code*.
- _____ 27. Location, type and size of all accesses providing ingress and egress of site.
- _____ 28. Location, design, size, height, number and orientation of all proposed signs in accordance with Chapter 190 of the *Talbot County Code*.
- _____ 29. Location, type, size and height of fences, walls, screen plating, landscaping and buffer areas.
- _____ 30. All provisions for the adequate disposition of national runoff and storm water in accordance with the duly adopted design criteria and standards of the County, Indicating location, sizes, types and grades of ditches, catch basins and pipes and connections to existing drainage systems.
- _____ 31. Location of existing property lines, lengths and bearings, easements and right-of-ways.
- _____ 32. Components of the Gateway Overlay Zone Legislation requirements, including the designation of pedestrian walkways to adjacent sites and pedestrian easements as required by Gateway Overlay Zone Legislation, if applicable.
- _____ 33. Location of existing building, watercourses, wetlands (tidal and non-tidal), forests wooded areas, hedgerows, individual mature trees, 100 year floodplains, habitats of threatened and endangered species, steep slopes, existing forest conservation areas and other significant features of the site identified from available mapping sources and general field observations.
- _____ 34. Location, width, name and type of all existing road or right-of-way within or immediately adjacent to the site.
- _____ 35. Location of property lines and ownership and deed information for all tracts or parcels adjacent to any perimeter boundary of the site.
- _____ 36. Location of existing well with corresponding tag information clearly identified.
- _____ 37. Location of existing septic system with proper labeling of each of the components (See Talbot County Department of Environmental Health).
- _____ 38. Location of approved Sewage Disposal Area (see Talbot County Department of Environmental Health for additional information).
- _____ 39. Location of existing sewer service connection, if applicable.
- _____ 40. Location of proposed septic tank(s), sewage lift pump chamber, and/or force main(s) as applicable.

Initial commercial establishment or change of use shall require a groundwater appropriation permit prior to site plan approval (See Talbot County Department of Environmental Health)

Applicant failure to adequately address all application and checklist items, and those specifications in accordance with Chapter 190 of the *Talbot County Code*, may result in a project being considered incomplete or inaccurate. Any such deficiencies may result in return of application without proceeding to the next level of review. Only that information submitted with the original application and in compliance with submittal deadlines will be reviewed by the technical advisory committee.

I hereby certify that this checklist and the associated plan are technically correct and accurate to the extent necessary for meeting the Talbot County requirements for minor/major site plan review submission.

Applicant’s Signature

Date

Applicant’s Name (Please Print)



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Adjacent Property Owner List

Name(s) and Addresses of the adjacent property owner(s) as required by Chapter 190 of the *Talbot County Code*. Said mailed notice shall be directed to the address to which the real estate tax bill on property is sent. This information can be obtained by contacting Maryland Department of Assessment and Taxation at 410-819-5920 or on their web site at <http://www.dat.state.md.us>.

Name and Address	Map	Grid	Parcel & Lot #

**Applicant is responsible upon application submittal for payment of postage for each property owner notified above.*

Applicant’s Signature

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Independent Procedures Disclosure and Acknowledgement Form

Proposed Project Name: _____

Physical Address of Property: _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Zone: _____

Name of Applicant: _____

Phone Number(s): _____

Agent/Attorney: _____

Phone Number(s): _____

Applicant's Email Address: _____

Agent's Email Address: _____

Property Owner: _____

Phone Number(s): _____

Applicant acknowledges and understands:

1. This Application may be subject to local, state and federal laws, ordinances, rules, or regulations (hereafter "Laws") other than those that the Department of Planning and Zoning, Planning Commission or Board of Appeals reviews, administers, or applies in connection with this review.
2. Other agencies, including but not limited to the Talbot County Health Department, Division of Environmental Health, Maryland Department of the Environment, U.S. Army Corps of Engineers, Maryland Department of Natural Resources, US Fish and Wildlife Service and others may also have review authority over the project or development proposed in the application.
3. Applicant remains solely responsible for compliance with all applicable laws, ordinances, rules, or regulations.
4. Applicant understands that review of this Application does not necessarily include review of any other applicable laws.
5. Applicant understands that neither the Department of Planning and Zoning nor any of its employees has authority to grant permission or approval of any project or proposed development that violates any applicable law, ordinance, rule, or regulation of Talbot County, Maryland, and that any such approval issued in error has no enforceable legal effect.
6. Applicant understands that any decision issued by the Department of Planning and Zoning, Planning Commission or by the Board of Appeals does not necessarily guarantee or assure the applicant that this project or proposed development may proceed.

I HEREBY CERTIFY that I have read, acknowledge, and understand the foregoing.

Applicant's Signature

Date

Attorney/Agent's Signature

Date

File Number: _____



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Property Directions

Directions to the Applicant's Property. Please Print Legible.

[illegible]

All Structures and Additions must be staked out upon submittal.